

Public Safety Broadband Network (PSBN) Commission
Department of Public Safety, Headquarters, Lab Classroom
Meeting Minutes
January 13, 2016

- Chair, Paco Aumand, called the meeting to order at 1:31 pm with the following present: Steve Locke, Local Representative/Hartford; Robert White, Agency of Transportation; Bill LaFerriere, BGS; Justin Barton, CJS; Terry LaValley, CJS; Dan Manz, EMS Representative; Sara Small, DPS; Rhonda Camley, DPS; Rick Hallenbeck, DPS; Frank Costantino, DII; and Suellen Royea, DPS/CJS.
- **Update from FirstNet Single Point of Contact:** Terry LaValley reported that the FirstNet RFP is available and posted on the internet. He is expecting to receive a summary of the document, which will be forwarded to the Commission members.
 - **Conference Call with FirstNet:** Terry continued that a phone conference with Mike Varney, Region 1 Consultation Lead, was held. There are four (4) goals on the National level: to hold a consultation with Vermont on preemption; to participate in our meetings; to prepare a briefing for the incoming Administration; and to hold more conversations with Vermont's SOP.
 - **Outreach:** Terry LaValley reported we continue our outreach work and a meeting was held with the telephone companies in Vermont. A question was asked about their response. Terry answered that they were receptive to the concept, appreciative for the information, showed some interest, but cautious.
 - **Newsletter:** Terry LaValley shared that questions continue to be received since the newsletter went out regarding typical past issues.
 - **Outreach-Continued:** In December, Terry LaValley shared, there were four (4) meeting presentations given. Some new tabletop displays are available and he would like to obtain some carry-away items for events. In addition, he inquired about the availability of funding to rent booth space at events, which was approved.
 - **Project Manager Search and Staffing:** Terry LaValley reported that an advertisement went out for Tess' job as an IT Manager IV, but no satisfactory applicants were returned. He met with the Commissioner and the job description was re-written as an Outreach, Marketing/Education, Project Manager Position, which is closer to the actual position. He has asked for the re-write review to be expedited. Once approved/returned, the position will be re-advertised. The temporary employees are staying on, but their hours will have to be monitored so that they do not go over the temporary limit. In addition, he thanked Paco for his continued participation.
- **Other Business:**
 - **Quarterly Reporting:** Work is being done to prepare the quarterly report. A question was asked about the finance/match. Sara Small responded that as of November 30,

2015, we were still a little under, but Tess's salary changes should show up in December. We have a waiver, but it is something to watch. There was a review of using Commission member's meeting time, mileage, and conference attendance for part of the match requirement. It was noted that these options may result in minimal time/money and tracking these could be burdensome on DPS staff. Another suggestion was increasing outreach once the focus shifts towards informing the public.

- **Next Newsletter:** Terry LaValley requested ideas for the next newsletter. Justin Barton suggested including agencies that have completed communication system upgrades.
 - **Annual Report:** Paco Aumand inquired if there was any feedback from the Administration regarding the annual report. Terry LaValley responded that he received confirmation that it was received and they thanked us, but nothing more.
 - **Next Meeting:** Paco Aumand inquired about the need to meet in February. Terry LaValley suggested meeting every other month until things ramp up. The general consensus of those present was meeting every other month was acceptable. If something urgent comes up, an email will be sent/a phone conference will be held. The next meeting will be March 2, 2016.
 - **Interview Committee:** Terry LaValley noted that he looks forward to getting together shortly with the Interview Committee. Those on the Committee include: Frank Constantino, Kiersten Bourgeois, Barb Neal, and Terry LaValley. Paco Aumand volunteered if needed.
 - **RFP Synopsis:** Justin Barton noted that a synopsis of the FirstNet RFP will probably be coming in the next few weeks. A suggestion was made to include a synopsis in the newsletter.
- The meeting adjourned at 1:59 pm.